

Summary Report for Individual Task
101-92M-1303
Prepare a Theater Mortuary Evacuation Point Case File
Status: Approved

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD6 - This product/publication has been reviewed by the product developers in coordination with the Fort Lee, VA foreign disclosure authority. This product is releasable to students from foreign countries on a case-by-case basis.

Condition: As a mortuary affairs specialist in an operational environment assigned to a Theater Mortuary Evacuation Point (TMEP), given JP 4-06, TG 195, case file folder, photographs of the human remains, alpha card file, DD Form 565, DD Form 567, DD Form 1076/1076C, DD Form 2064 or SF 600, DD Form 1384, DD Form 1387, DD Form 1387-2, writing utensil, and appropriate level of personal protective equipment (PPE). This task should not be trained in MOPP 4.

Standard: Prepare a TMEP case file by ensuring completion of all necessary documents with 100% accuracy IAW JP 4-06.

Special Condition: None

Safety Risk: Low

MOPP 4: Never

Task Statements

Cue: None

DANGER

None

WARNING

None

CAUTION

None

Remarks: None

Notes: None

Performance Steps

1. Prepare TMEP case file:

- a. Receive the case folder and paperwork from processing section.

Note: The administrative section has responsibility for the establishment of the TMEP case file.

- b. Make alpha card file.

- c. Establish photocopies of any paperwork that arrived with the human remains.

2. Ensure completion of the following forms:

- a. DD Form 565.

Note: See Task# 101-92M-1008.

- b. DD Form 567.

Note: See Task# 101-92M-1005.

- c. SF 600 or DD Form 2064.

- d. DD Form 1076/1076C.

Note: See Task# 101-92M-1007.

- e. DD Form 1384.

Note: See Task# 101-92M-1306.

- f. DD Form 1387.

Note: See Task# 101-92M-1308.

- g. DD Form 1387-2.

Note: See Task# 101-92M-1305.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier a GO if they successfully complete all steps. Score the Soldier a NO GO if they fail to complete any step. If the Soldier fails any step, show what they did wrong and how to do it correctly.

Evaluation Preparation: Use a predetermined site. Provide the Soldier with required personnel and equipment to perform the task. If using mannequins for training purposes, ensure they are handled as if they were actual decedents.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Prepared TMEP case file:			
a. Received the case folder and paperwork from processing section.			
b. Made alpha card file.			
c. Established photocopies of any paperwork that arrived with the human remains.			
2. Ensured completion of the following forms:			
a. DD Form 565.			
b. DD Form 567.			
c. SF 600 or DD Form 2064.			
d. DD Form 1076/1076C.			
e. DD Form 1384.			
f. DD Form 1387.			
g. DD Form 1387-2.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	JP 4-06	Mortuary Affairs in Joint Operations	Yes	Yes
	TG 195	Safety and Health Guidance for Mortuary Affairs Operations	Yes	No

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT. "Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning.

Always be alert to ways to protect our environment during training and missions. In doing so you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects."

Safety: In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination. Everyone is responsible for safety. A thorough risk assessment must be completed prior to every mission or operation.

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks : None

Supported Collective Tasks : None